



USING THE IDEAL ASSESSMENT REPORTING PORTAL

Step-by-Step Instructions

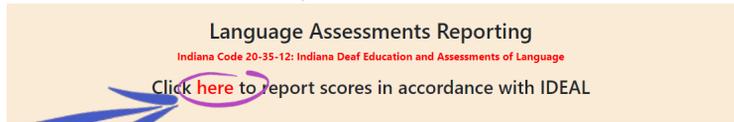


<https://eportal.isdh.in.gov/CDHHEAssessmentPortal/>

1 Click on the link or scan the QR code.



2



Click on the red word 'here'.



3 Indicate if you have permission to enter identifying information then if so, enter the child's identifying information. Gathering this information is essential to allow the Center to provide child-specific assistance to teachers, schools, and interventionists. Here is a sample parent letter to gain permission to include personally identifying information (PII) when entering data:

<https://bit.ly/3zY6VRn>

Identifying Information

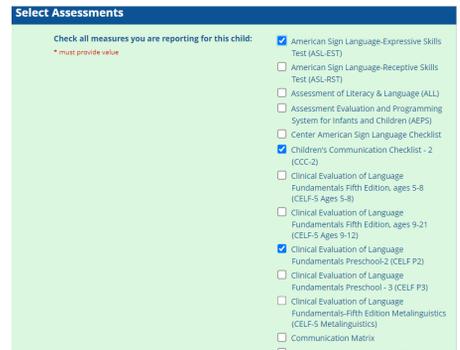
Do you have parent/guardian consent to share personal identifiable information? Yes No

* must provide value

Form fields for identifying information: First Name, Last Name, DOB, Sex, First Steps Cluster or School District, First Steps Agency or School, First Steps ID or STN.

4

Select your test(s) then enter the scores.



5

Form fields for entering scores: Standard Score, Percentile Rank, Early Literacy Index (Raw Score, Standard Score, Percentile Rank).



When you are done entering data, click next page.





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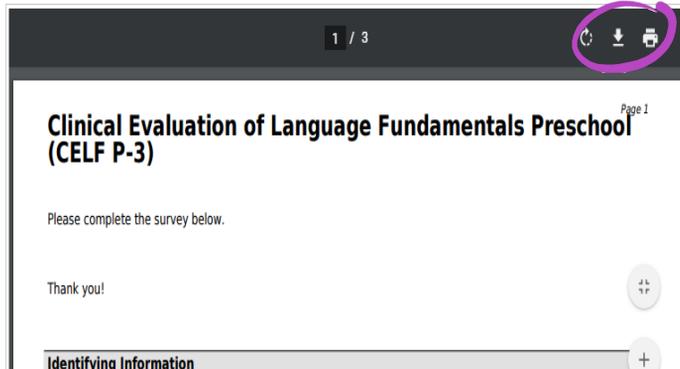


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6

Save and/or print the report. After you download this report, it can then be uploaded to IIEP.



7

Check if the information is correct. Then click the box that you certify the data is correct.

I certify that all the information in the document above is correct. I understand that clicking 'Submit' will electronically sign the form and that signing this form electronically is the equivalent of signing a physical document.

If any information above is not correct, you may click the 'Previous Page' button to go back and correct it.

<< Previous Page

Submit

8

Click submit.